

EDITED TASK LISTING

CLASS: STAFF COUNSEL III

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Perform difficult and complex litigation, negotiation, legislative liaisoning, and hearings to protect the legal interest of the Department and to reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.
2.	Draft opinions and perform legal research to protect the legal interest of the Department and to reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.
3.	Respond to difficult legal correspondence to present the Department's position on legal issues and to reduce legal risk utilizing oral and written advocacy skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.
4.	Develop strategy and tactics in the most complex disputes or litigation to protect the Department's legal interests and to reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.
5.	Act in a lead capacity over lower level professional staff in performing difficult and complex litigation, negotiation, legislative liaison, hearings, legal research, opinion drafting, responding to difficult legal correspondence and developing strategy and tactics in the most complex disputes in litigation to protect the Department's legal interests and to reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.
6.	Represent the Department in litigation and other legal matters to protect the Department's legal interests and to reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.

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7.	Discuss legislation with members of the Legislature to protect the Department's legal interests and to reduce legal risk and utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.
8.	Review and draft legislation from a legal perspective to protect the Department's legal interests and to reduce legal risk and utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.
9.	Recommend legal action to the Department including whether to pursue or defend a particular suit, or to intervene in constitutional challenges when the state is not a party, utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.
10.	Responsible for conducting administrative reviews of Departmental personnel, programs, and practices to ensure compliance with applicable laws, rules and regulations and to identify areas of potential legal risks utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.
11.	Assist in training new professional staff to ensure efficient and effective delivery of work product that is consistent with Departmental policies and procedures utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel and/or Supervising Staff Counsel.